

5-13-53

PRELIMINARY DRAFT

BULLETIN GM-SFP-2

SERIAL NO. 90

HEALTH AND SAFETY

Safety and Fire Protection Reports and Investigations

404850

REF: Bureau of Budget Circular A-5 (Revised), dated _____, 1953, Civil Air Regulations, the Atomic Energy Act of 1946, Executive Order No. 7397, dated June 20, 1936, and Executive Order No. 10194, dated December 19, 1950. Supersedes GM-SFP-2 (Serial No. 90), issued June 10, 1949, and revised January 31, 1951.

FOR: Principal Staff, Washington
Managers of Operations

1. Purpose. To outline procedures for investigating and reporting accidents, fires, and other incidents; to detail other reports for accident prevention and fire protection.
2. Scope.
 - a. These reporting requirements apply to activities conducted by all AEC employees. They also apply to the following types of contracts:
 - (1) Construction,
 - (2) Research and development,
 - (3) Operation, maintenance, and service of AEC facilities.
 - b. Supply contracts, contracts in which AEC has a substantial investment of funds, materials, property, or equipment, and all other contracts are covered by these requirements to the degree determined by the Manager of Operations administering the contract.
3. Reporting. Managers of Operations will be responsible for the following investigations and reports within the scope of activities above:
 - a. Reports of Accident, Fire, and Related Incidents.
 - (1) Serious Incidents.
 - (a) Incidents with the following results will be reported to Washington immediately by telephone or teletype:

Death of employee or member of the public.

Critical injury of employee or member of the public (where death seems imminent).

Injury of five persons or more. *even a single aircraft crash*

Effective date:

Revised date:

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3. a. (1) (a) Continued.

Property damage of \$1,500 or more, including loss of source and fissionable materials.

Nuclear radiation with estimated cost of \$1,500 for decontamination and for replacement of such items of equipment which cannot be satisfactorily decontaminated.

- (b) Every serious incident will be investigated, as soon as possible after occurrence, to determine causes and to recommend action for prevention of similar incidents. The Manager of Operations should appoint a committee for the investigation but may assign the responsibility to a contractor.

- (c) Reports of Investigation. The following outline is suggested for investigation reports:

Basic Data. Type and date of incident, name of injured, nature of injury, name of employer, description and extent of property damaged. (Use applicable items.)

Findings. Actions and events leading to occurrence of the incident, factors contributing to severity.

Conclusions. Causes and responsibility.

Recommendations. Preventive measures, disciplinary action.

Signatures. Name and occupational title of committee members should be stated. Concurring members should sign the report.

Exhibits. Include form report of incident, statements of witnesses. Photographs and sketches normally clarify the description of incident.

- (d) The Manager of Operations, in transmitting the report to Washington, should indicate approval of action based on the committee's recommendations. Report should be forwarded through channels within 15 days after occurrence.

(2) Motor Vehicle Accidents.

- (a) Every accident involving a Government-owned vehicle, regardless of responsibility for occurrence and extent of damage, will be reported on the motor vehicle accident report form specified for this purpose in paragraph 4, below. This report should be completed at the accident scene.
- (b) When damage is estimated at \$50 or more, including damage of private property, or when any person receives a disabling

3. a. (2) (b) Continued.

injury, the form specified in paragraph 4, below, for investigation report of motor vehicle accident will be completed and a copy filed at the appropriate Operations Office.

- (c) An accident involving a Government vehicle which is properly parked will be recorded as a "property damage accident." (A vehicle shall be considered properly parked when completely stopped on a street or highway, or off the highway, where it is legal and in accordance with AEC or contractor rules to park such a vehicle, or to stop for the purpose of loading or unloading passengers or materials. A vehicle stopped in traffic for signal or police is not considered properly parked.)
- (d) When two or more Government vehicles of the same reporting unit (contractor or AEC) are involved in the same accident, only one accident should be accounted for. Where vehicles of different reporting units are involved in the same accident, each unit should report the accident; each unit, however, should report only the estimated damage to its own vehicle and property. Either type of occurrence should be noted on the Monthly Summary - Accidents, Occupational Disease, and Fire Experience, Form AEC-13.
- (3) Aircraft Accidents. Every accident involving aircraft operated by, or primarily for, AEC or a contractor will be reported in compliance with Civil Air Regulations.
- (4) Fires.
 - (a) Every industrial fire with loss of \$50 or more, including damage to private property, will be reported on the form specified for this purpose in paragraph 4, below. Government and private fire losses will be separated.
 - (b) Municipal fire experience will be reported monthly on the form used by the local fire department. Every municipal fire with loss of \$1,500 or more, including damage to private property, will be reported in conformance with 3 a (1), above.
- (5) Property Damage Accidents. Accidental damage of property, except from the foregoing causes, will be reported on the form specified for the purpose in paragraph 4, below. Copy will be maintained in the appropriate Operations Office.
- (6) Personal Injuries. Every incident of personal injury, occupational disease, and ~~over-exposure to~~ ^{administrative. External or internal} radiation or toxic substances will be investigated to provide a basis for prevention of similar

Supervisor is to make the report.

3. a. (6) Continued. *ref. made*

occurrences. For every person disabled by the incident or subjected to administrative over-exposure to radiation or toxic substances, a report will be made on the form specified in paragraph 4, below. Copy of the report will be filed with the appropriate Operations Office.

b. Monthly Summaries.

- (1) Accident and Fire Experience. Monthly Summary - Accident, Occupational Disease, and Fire Experience, Form AEC-13, will be completed regularly and forwarded as specified by Operations Offices.

- + more summaries
ref. made*
(2) Tabulations. Accident and fire experience from monthly summaries will be reported cumulatively by Operations Offices on Tabulation of Monthly Summaries - Accident, Occupational Disease, and Fire Experience, Form AEC-13A. Fire reports outlined in 3 a (4), above, and Activity Report, 3 c, below, will accompany this tabulation to Washington on or before the 17th of the month succeeding the month of report.

- 3c
No. 13A
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(3) The following information is applicable to the two reports preceding:

- (a) American Standard Method of Compiling Industrial Injury Rates, Z16.1 (latest revised edition), will govern rate compilation; however, closing date for revision of yearly rates will be established annually by AEC, Washington, D. C. Doubtful cases of industrial injury should be forwarded to the address in paragraph 5, below, for adjudication by American Standards Association.
- (b) In determining the loss due to accidents and fires, the following will be considered.

The estimated cost of replacing with identical units, buildings, equipment, and materials, including source and fissionable, which are lost, completely damaged, or destroyed.

The estimated cost of rehabilitating without improvement buildings and equipment which are partially damaged.

The estimated cost of reprocessing and reclaiming partially destroyed and damaged materials.

The estimated salvage value of recoverable items.

The same factors used to determine the loss of Government property will be used in arriving at the cost of private property involved in a fire or accident.

3. b. (3) (b) Continued.

Burn out of electric motors and other electrical equipment through overheating from electrical causes will be considered fire only if self-sustaining combustion exists after power is shut off.

Damage from firefighting, such as water damage, shall be included in the fire loss.

The entire loss and damage resulting directly from any incident of fire followed by explosion will be considered fire loss. Conversely, when fire follows explosion, only the loss caused by the fire will be fire loss; the loss from explosion will be reported under "property damage accidents."

- (c) Unreported accidents, injuries, and fires of a current year will be included in the report for the month in which discovered. Adjustments of disability, time charges, and damage will be made in like manner. A notation will be made on the report when loss from a fire, reported previously, is changed.
- (d) Property evaluation should include the book value of all Government-owned buildings, equipment, supplies, and other physical property exclusive of land, land improvements (side-walks, roads, etc.), and those below-ground facilities (e.g., water mains, water ponds) not susceptible to damage by fire or explosion. The value of all fissionable materials created by nuclear reactions performed by AEC facilities will be excluded in determining property evaluation for fire loss reporting purposes.

- c. Activity Report. Each Operations Office will submit, in narrative form, a monthly review of AEC and contractors' safety and fire protection activities. The review should contain such items as personnel and program changes, major projects started, projects completed, surveys made, unusual problems, special items budgeted, visitors received, and new ideas, equipment, and procedures. This report will accompany Form AEC-13A to Washington.
- d. Annual Summary of Fire Program and Experience. On or before February 15 of each year these reports will be submitted by Operations Offices. The reports will be prepared and forwarded in accordance with Bulletins GM-SFP-4 (Serial No. 138) and GM-SFP-5 (Serial No. 158).

4. Specified Report Forms.

- a. The following reproduced forms will be used, except as noted in b, below, for reporting the following types of occurrences:

4. a. Continued.

- (1) Motor vehicle accidents: Operator's Report of Motor-Vehicle Accident, Standard Form 91; and Investigation Report of Motor Vehicle Accident, Standard Form 91A.
- (2) Aircraft accidents: Non-Air-Carrier Aircraft Accident Report, Form CAB-453.
- (3) Fires: Report of Fire on Government Owned or Leased Property, Form AEC-283.
- (4) Personal injuries, occupational diseases, explosions, and other property damage accidents: Supervisor's Report of Accident, Standard Form 92.

b. Forms in use by contractors for reporting fires, injuries, and accidents may be used in lieu of Form AEC-283. Standard Forms 91, 91A, and 92 after recommendation of the forms by the Manager of Operations and approval by AEC, Washington, D. C.

5. Reports on File. Copies of reports to be filed at Operations Offices, specified preceding, will be held immediately available for two calendar years following the year in which the accident or disability occurs.
6. Reports to Washington. Preceding reports indicated for Washington should be forwarded through channels to the U. S. Atomic Energy Commission, Washington 25, D. C., Attention: Safety and Fire Protection Branch, Division of Organization and Personnel.

US DOE ARCHIVES 326 U.S. ATOMIC ENERGY COMMISSION
RG <u>DOE HISTORIAN (DBM)</u>
Collection <u>1132</u>
Box <u>3356</u>
Folder <u>#4</u>